

FINAL

**Ordering for General Services Administration
and Department of Defense Supplies
User Guide**

Prepared by
**Forest Service
Financial Management Systems**

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Revision Log

The following table provides a log of each revision of the document that has been issued.

Revision	Section	Description	Author	Memo #	Issue Date
1.1	1.2	Refunds/credits addressed. This item will be expanded once additional research is completed.	Jana Sjoquist	NA	2/6/04
1.1	2.4.1 2.4.1 2.4.3 2.4.4	RQ/MO notated that they must be monitored and properly closed once receipt and payment have occurred.	Jana Sjoquist	NA	2/6/04
1.1	2.4.1	AD-633 pg 2-15 modified to reflect the GSA confirmation on pg 2-14.	Jana Sjoquist	NA	2/6/04
1.1	2.4.3	Emergency Order Procedures, DRN determination was revised; there is no longer an alternative.	Jana Sjoquist	NA	2/6/04
1.1	2.5	FEDSTRIP Order Payment process was revised to IPAC	Jana Sjoquist	NA	2/6/04
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1 Forest Service GSA/DOD Ordering Process Overview and Assumptions

1.1 Overview

- The United States Department of Agriculture (USDA) will close the Federal Standard Requisitioning and Issue Procedures System (FEDS) feeder system at the National Finance Center (NFC), effective February 2, 2004. Goods may continue to be ordered from the General Services Administration's (GSA) FEDSTRIP system and the Department of Defense's (DOD) Military Standard Requisitioning and Issue Procedures (MILSTRIP) system. However, agencies will no longer use the FEDS system at NFC to order and/or obligate GSA or DOD requisitions.
- The new business model for GSA FEDSTRIP procurement will standardize the method for execution of orders to GSA and the processing of the invoice. All Forest Service orders will be placed directly with GSA or DOD using one of their various ordering methods, such as website, call-in, or fax. The primary vehicle for GSA and DOD ordering will be the GSA Global Supply (GSS) website. Most orders may be completed using the GSS website.
- Under the business model, orders previously handled by USDA FEDS shall be handled as follows:
 - Purchase Card: Regions/Stations/Areas (R/S/As) making GSA purchases with a purchase card are not affected by the FEDS closure. There is no change in procedures for GSA orders when paying with the purchase card.
 - Agency Activity Code (AAC) with a Document Reference Number (DRN): All orders for GSA orders (to include, vehicles, emergency orders, and tree-marking paint) and not paid with the purchase card will require a DRN. Using this process, the Foundation Financial Information System (FFIS) document identity will be the basis for the DRN. Payment for all GSA electronic invoices will automatically be generated at NFC by referencing the commitment or obligation document using the DRN.
 - FEDSTRIP/MILSTRIP Direct: R/S/As may continue to order through the Department of Defense's (DOD) Military Standard Invoicing and Requisitioning Procedures (MILSTRIP) and, only as a last resort, through GSA FEDSTRIP. DOD invoices must be designated to be sent to the respective ordering office and paid using FFIS. DRNs are not used with either FEDSTRIP or MILSTRIP orders.
 - Other DOD Tools, (DOD E-Mall, Defense Supply Centers, etc.): These orders will placed directly through DOD or GSA systems or call centers. Invoices must be designated to be sent to respective ordering office and paid using FFIS. DRNs are not to be used with DOD orders.

This user guide instructs R/S/As on the procedures they must follow when ordering goods from GSA without a purchase card and for purchases from DOD.

1.1.1 Orders

1.1.1.1 GSA Orders

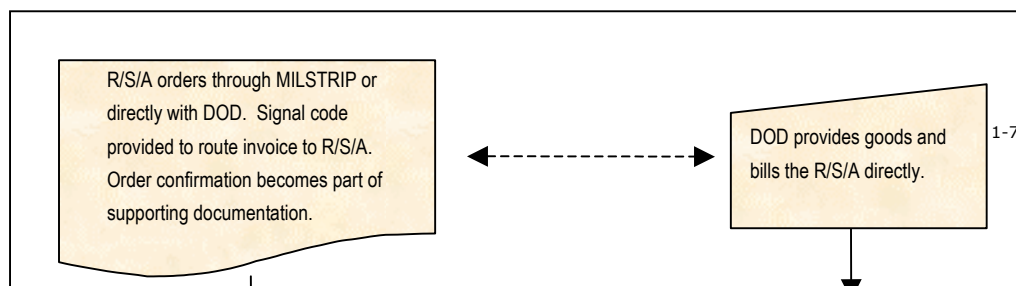
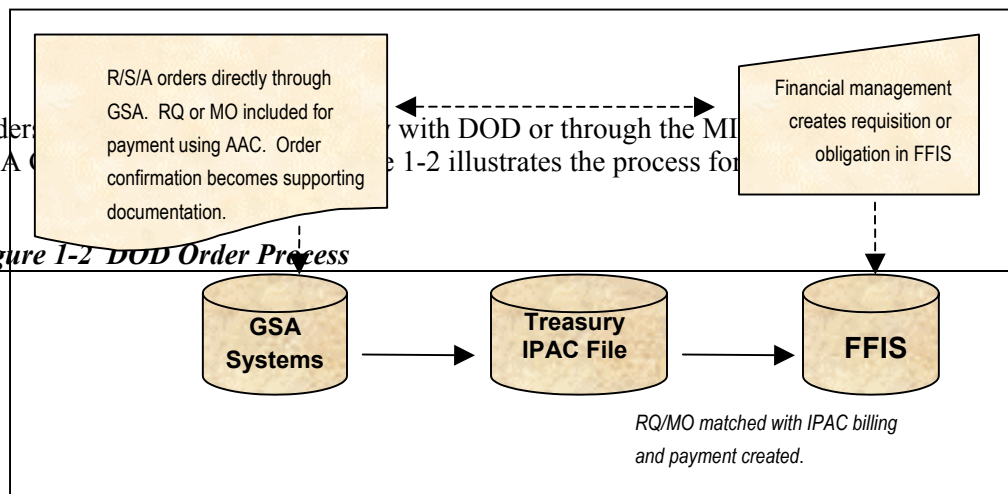
- A DRN will be required to place an order with GSA when not paying with purchase card.
- Orders may be placed through GSA Global Supply (GSS), GSA Advantage, the Customer Supply Center (CSC), the Ft. Worth Commodity Center (emergency/incident orders), or the Kansas City, MO Commodity Center (tree marking paint). Figure 1-1 illustrates the process for GSA Orders.

Figure 1-1 GSA Order Process

1.1.1.2

- Order placed with DOD or through the MILSTRIP process. Figure 1-2 illustrates the process for

Figure 1-2 DOD Order Process



1.1.2 Obligations

- NFC will not process obligations using the closed FEDS system.
- R/S/A financial management offices will directly enter requisitions (commitments) or obligations, as required, into FFIS.
- The obligating (or committing) document is the source of the DRN given to GSA when ordering.

1.1.3 Disbursements

- NFC will process electronic GSA invoices from the Intra-Governmental Payment and Collection (IPAC) System file received from Treasury. The IPAC file will contain the R/S/As commitment or obligating DRN for each billed item. An interface to FFIS will generate the appropriate Direct Disbursement (DD) payment document and reference the commitment or obligating document using the passed DRN.
- DOD invoices will no longer be processed by NFC. R/S/As will receive and pay DOD invoices by direct entry of a Payment Voucher (PV) into FFIS upon receipt. The PV must reference either the commitment or obligation document.

1.2 Inspection, Acceptance, Disputes and Internal Controls

- Use of the AAC ordering procedure with a DRN will result in automatic payment of the invoice by FFIS upon receipt of the electronic IPAC file from GSA regardless of whether or not the supplies ordered were received. As a result, it is critical that R/S/As implement adequate internal procedures to ensure that the ordered supplies are received in good condition and are acceptable for use.
- R/S/A financial management must periodically review relevant FFIS data stemming from these IPAC transactions in coordination with ordering officials to ensure that all payments are proper.
- Documentation must be maintained, suitable for audit, documenting the order and its inspection, acceptance and receipt in accordance with existing regulations and procedures.
- Disputes regarding orders or payments shall be handled directly with GSA or DOD and appropriately documented.
- Refunds/credits will be processed via IPAC the same as billings. The credit will not reference the DRN; the requisition number will be referenced. This will reject when the IPAC file is processed. The NFC will work the reject in accordance with established IPAC procedures.

1.3 Assumptions

- All FS orders placed through GSA and paid using the AAC rather than the purchase card will require an FFIS document ID (FFIS doc ID) and a document reference number (DRN) for GSA orders.

- FS orders placed through GSA and paid using the purchase card are not required to have an FFIS doc ID or DRN. There is no change in procedures for GSA orders when paying with the purchase card. See [Section 2.6](#) for Purchase Card orders.
- The FFIS doc ID will be the basis for the DRN. They are addressed separately in the sections below to identify that the document numbers must be entered into two separate systems, FFIS and GSA websites.
- The document may be a requisition (RQ) or an obligation (MO) as covered below in the various sections for the specific types of orders.
- On all GSA orders, FS will require funds approval prior to ordering most items. Funds approval does not necessarily mean that an RQ must be established in the system for all obligations unless it falls into the parameters of CFO Bulletin 2003-005. The funds approval, in many cases, will be used to set aside an FFIS obligation document identification (ID) used when placing a GSA order. After receiving confirmation of the order, the appropriate documentation would be provided to financial management to establish the obligation in FFIS. *Note:* Per CFO Bulletin 2003-005, Recording of Commitments to Reserve Funds Prior to Obligation: “Commitments will be recorded in FFIS for all planned contracts, grants, and agreements at or exceeding \$100,000.00. The establishment of commitments for all other types of expenditures (e.g., authorized travel, purchase orders, in service agreements, and blanket purchase agreements) is optional.”
- All FS State or Local cooperator orders placed through GSA will require a DRN if they are using a Forest Service AAC (AAC beginning with ‘12’). The DRN may be developed as they need as long as they are receiving and paying the GSA bill. A couple of suggestions have been “State Cooperator”, “Local Cooperator” or something similar. The edit in GSA Global Supply and Advantage websites do not edit the characters, only that characters are entered.
- GSA Advantage User IDs and passwords are valid on GSA Global Supply. Request for new/forgotten User ID/password may be requested through the website. Most items available on GSA Advantage are available on GSA Global Supply.
- GSA Advantage website may be used and will also require a DRN when the AAC is chosen as the payment option.
- Line item billing or consolidated billing may be elected except for CSC orders. If line item is chosen, each line item will need a DRN assigned during the ordering process. This DRN may be the same or separate line item accounting information may be accommodated by changing the line number information since line numbers within an FFIS document can reflect various accounting information. A different DRN may also be used for each line item. Multiple lines of accounting to a single line item are not supported by the GSA systems.
- The MILSTRIP button on the GSA websites will be available for placing orders with the Department of Defense (DOD). Orders may also be placed directly with the appropriate DOD organization.
- The FEDSTRIP button on GSA websites will only be available for use by FS as a last resort.

2 Procedures

2.1 Document Numbers

- All FS orders placed through GSA and paid using the AAC rather than the purchase card will require an FFIS doc ID and a DRN.
- The FFIS doc ID will be the basis for the DRN, but are addressed separately in the sections below to identify that the document numbers must be entered into two separate systems, FFIS and GSA websites.
- FS orders placed through GSA and paid using the purchase card are not required to have an FFIS doc ID or DRN. See [Section 2.6](#) for Purchase Card orders.
- Bulk Requisition Document Numbers: Bulk RQ documents may be assigned/established in FFIS at the beginning of the year (or for another period) by the respective financial management office. Bulk RQs may have multiple lines in FFIS to represent different accounting or BOCs on line numbers if required. For the DRN, a user would change the line number as appropriate to their order. Bulk RQs would be appropriate for those activities that do not have a purchase card and order general supplies.
- Individual MO Document Numbers: An R/S/A may also choose to use individual MO documents for GSA orders as applicable. Individual MOs would be established in FFIS with the approved requisition and confirmation. Orders such as furniture may require an individual obligation rather than a requisition. If there are multiple lines on the MO, then the line numbers would need to be built into the FFIS doc ID to ensure the bill processes correctly. The DRN would reflect the proper line number as assigned in the FFIS document.

2.1.1 FFIS Document ID

- The transaction type is '01' for the RQ or MO.
- The SEC1 information will be assigned as usual when the document is entered into FFIS. The SEC1 is not a part of the DRN.
- The FFIS doc ID may not exceed 13 characters.
- The vendor code for GSA is 47000016FO B. The vendor code for DOD varies based upon the goods ordered.
- The document number is determined by the type of order placed, i.e. vehicle, general supplies, emergency/incident, etc.
- FFIS line numbers assigned as required for variations in accounting.

2.1.2 Document Reference Number

- The DRN will normally be entered into the "Appropriation Data" field, with the exception of AutoChoice where it is entered into the "Internal Agency Financial Data" field. When entering the DRN in GSA websites, no spaces are used to separate the transaction code from the document number or the line number.

- The DRN is derived from the FFIS doc ID; a separator (#) and line number (001) are assigned as the last 4 characters. The line number assigned correlates to the referenced line number within the FFIS doc ID.
- The DRN may not exceed 17 characters.
- For example, an FFIS doc ID for a vehicle with one line item is MO 05013VEHICL; the DRN for ordering the vehicle through AutoChoice would be MO05013VEHICL#001.

2.12.2 Requisitions

Requisitions for general supplies or other purchases may be by various means or on various forms. Below is a list of the most familiar forms that may be used. See Appendix A for templates and applicable websites, if available.

- i. AD-700, Procurement Request
- ii. SF-344, Multiuse Standard Requisitioning/Issue System Document
- iii. Vehicle Planning Spreadsheets
 - Various spreadsheets used by activities to identify vehicles which need to be purchased or replaced.
- iv. GSA Form 3222
 - GSA Form used to place emergency/incident orders.

2.3 Obligations

- i. AD-633, Multiuse Standard Requisitioning/Issue System Document
 - Completed form is provided to financial management when using any of the above requisition forms to establish the obligation in FFIS. See Appendix A for a template and applicable website.
- ii. Vehicle Planning Spreadsheets - after funds approval has been applied

2.4 GSA Orders

2.4.1 General GSA Purchases

- i. Items ordered are general in nature, supplies and other items, to include furniture. Items may be ordered through: *Note: User tutorials are available for both Global and Advantage on the respective websites.*
 - GSA Global Supply (GSS): <https://www.gsaglobalsupply.gsa.gov>
 - GSA Advantage: <https://www.gsaglobalsupply.gsa.gov>
 - Customer Supply Center (CSC): email, fax, telephone

GSA Global and Advantage may also be accessed through the USDA Procurement toolkit link at: <http://www.usda.gov/procurement/toolkit/index.html>
- ii. Request for supplies is received. Figure 2-1 is an example of an AD-700 prepared for supplies request with the DRN notated in block 8. Purchase/Delivery Order Number.

Figure 2-1 General Supplies' Requisition

PROCUREMENT REQUEST INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.				TO: (Procurement Office)				1. REQUESTING OFFICE					
2 RECEIVING OFFICE NO.		3 CONTACT NUMBER <i>(If Applicable)</i>		4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER		9 SUB.	1A. PROCUREMENT REQUEST NO. 1B. DATE		
								RQ31874000001#001					
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10. TO: (Seller)						11. SHIP TO: (Consignee and Destination) <input type="checkbox"/> INSIDE DELIVERY REQUESTED					
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION					15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT	
1		7530-01-368-3492 Vibrantly colored tab index sheets, pg 193					2671		5	Each	2.85	14.25	
2		7510-00-958-0743 Paper clips, pg 151					2671		20	Box	.57	11.40	
3		7510-01-462-1386 White 1" binders					2671		10	Each	5.78	57.80	
4		7530-01-364-9498 Hanging file folders, pg 213					2671		4	Box	8.24	32.96	
For additional information, Please contact: <div style="display: flex; justify-content: space-between;"> TECHNICAL CONTACT 703-605-4573 TELEPHONE NO. </div>													
21 FOB POINT					22 DISCOUNT TERMS					Sub-Total ►		25 \$116.41	
23 REQUIRED DELIVERY <i>(Do not use ASAP)</i>		23A NEGOTIATED DELIVERY		24 SHIP VIA			26 ESTIMATED FREIGHT			TOTAL ►		27 \$116.41	
28 ACC. LINE	29 ACCOUNTING CLASSIFICATION											30 DISTRIBUTION	31 AMOUNT
	A 5	B 10	C 5 3		D 4		E 1 4 1 2						
	IDP41804									100%		\$116.41	
RECOMMENDED SOURCE(S) <i>(If necessary, use attachment)</i>							I certify that the above items are necessary for use in the public service. TITLE SIGNATURE OF AUTHORIZED REPRESENTATIVE <div style="text-align: center;">//////////S//////////</div>						

AD-700 (4/82)

- iii. FFIS doc ID and DRN are assigned. Remember: When entering the DRN in GSA websites, no spaces are used to separate the transaction code from the document number or the line number. Figure 2-2 illustrates the FFIS doc ID and the DRN assigned to the above order.

Figure 2-2 General Supplies' Document Numbers

Item Description	FFIS character position	DRN character position
<i>Trans code: RQ or MO</i>	<i>1-2</i>	<i>1-2</i>
<i>Last 4-digits of AAC</i>	<i>3-6</i>	<i>3-6</i>
<i>FY</i>	<i>7</i>	<i>7</i>
<i>Sequential</i>	<i>8-13</i>	<i>8-13</i>
<i>Line no. (i.e., #001)</i>		<i>14-17</i>

Examples:

- FFIS doc ID: RQ 31874000001 or MO 31874000001
 - DRN: RQ31874000001#001 or MO31874000001#001
- iv. Order is placed, AAC is selected as the payment method, and the DRN is entered into the "Appropriation Data" filed.
- v. For an individual MO, the confirmation and supporting documentation is provided to the respective financial management office to establish in FFIS. Figure 2-3 provides an example of the GSA confirmation email and the corresponding AD-633 prepared and then provided to financial management for the individual MO. The AD-633 is not required for an RQ, but should be prepared for an MO.
- vi. Billing document received via IPAC and processed citing the RQ/MO document number for reference.
- vii. The referenced MO and RQ documents will be drawn down throughout the year as supplies are delivered and bills are paid. The MO and RQ documents must be monitored for proper closure.

Figure 2-3 General Supplies' Confirmation and Obligation

GSA Confirmation Email

----- Message from GSAglobalsupply@gsa.gov on Tue, 4 Nov 2003 07:33:07-0500 (EST) -----

To: llewandowski@fs.fed.us

Subject: Confirmation of Global Supply Session Number748154

GSA Global Supply.

Thank you for ordering from GSA Global Supply. This is a CONFIRMATION of the order you recently placed on GSA Global Supply. Your order information is below. We will notify you by email when your GSA Global Supply order has been shipped. You can monitor the progress of your GSA Global Supply order by logging on to GSA Global Supply at <https://www.GSaglobalSupply.gsa.gov> and then choosing "Your Orders" from the menu at the top of each page.

The following items were ordered via session 748154 on 11/04/03 07:30:25 AM for a total of \$113.53.

Vendor: GSA

Requisition #: 12318733087093

Item Name: Hanging File Folder

Item#: 7530-01-364-9498

Qty: 4 BX at \$7.87 for a total of : \$31.48

Vendor: GSA

Requisition #: 12318733087094

Item Name: Loose-Leaf Binder

Item#: 7510-01-462-1386

Qty: 10 EA at \$5.63 for a total of : \$56.30

Vendor: GSA

Requisition #: 12318733087095

Item Name: Three-Ring Binder Index Sheet

Item#: 7530-01-368-3492

Qty: 5 SE at \$2.79 for a total of : \$13.95

Vendor: GSA

Requisition #: 12318733087096

Item Name: Paper Clip

Item#: 7510-00-958-0743

Qty: 20 HD at \$0.59 for a total of : \$11.80

Problems with GSA Global Supply Orders? Call 800-525-8027 or e-mail rodsml.ncsc@gsa.gov.

To change or discontinue your e-mail for these messages, logon to <https://www.GSAglobalsupply.gsa.gov>, then choose Your Profiles and update your e-mail address, or select No to receive e-mail status updates for your orders. Thank you!

MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT

Form AD-633 (Rev. 3-77)

2.4.2 Fleet or Vehicle Orders

- i. GSA AutoChoice may be accessed at:
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8207&channelPage=/ep/channel/gsaOverview.jsp&channelId=-12976> or through the USDA Procurement toolkit link at:
<http://www.usda.gov/procurement/toolkit/index.html>
- ii. The vehicle planning spreadsheet used for determining which vehicles are replaced or additional purchases made is submitted to the financial management office to obtain funds approval and to establish/verify jobcodes prior to ordering. The planning spreadsheet must contain, at a minimum, Region/Unit, vehicle description, equipment number, jobcode, document number, and estimated cost. Figure 2-4 illustrates a completed vehicle planning spreadsheet. The completed spreadsheet must also have a funds approver signature. See [Appendix A](#) for template.

Figure 2-4 Vehicle Planning Spreadsheet

FY 2004 REPLACEMENTS R-1									10/16/2003	
UNIT	Old EN	Old CL	New EN	New CL	Item	OPTION CODES	EST \$\$	Actual\$	GSA DRN	JOB CODE
57	2223	135	4242	235	25	CRTS,DRL,DTG,PWL	\$23,000		MO 01574WF4242#001	WF4242
57	4579	284	4143	284	49e	CRTS,D7,E5,EH,RH4,RM	\$22,000		MO 01574WF4143#001	WF4143
57	6913	284	4144	284	49e	CRTS,D7,E5,EH,RH4,RM	\$22,000		MO 01574WF4144#001	WF4144
57	1085	10	1015	10	8h	CR,HEV,PWL,RKE,TS	\$19,000		MO 01574WF1015#001	WF1015
57	4152	253	4155	253	105c	AC2,D3,D7,DRB,DTG,E4,OEMC,PD,RACS,RHA,	\$26,000		MO 01574984155#001	984155
						Total (less initial service& body)	\$112,000	0.00		
						Project Upgrades	\$0			
						OVERALL TOTAL	\$112,000			
						Total Project Upgrade Costs	\$0			
						Total WCF Costs	\$112,000		FUNDS APPROVAL: //////////////////////////////////Signature////////////////////////////////	
						ACTUAL TOTAL COST	\$0			
						UNITS PURCHASED	5			

- iii. Determine FFIS doc ID and DRN: *Remember:* When entering the DRN in GSA AutoChoice, no spaces are used to separate the transaction code from the document number or the line number. Figure 2-5 illustrates the document numbers for vehicle orders.

Figure 2-5 Vehicle Document Numbers.

Item Description	FFIS character position	DRN character position
<i>Trans code: MO</i>	<i>1-2</i>	<i>1-2</i>
<i>R/S/A and Unit combo</i>	<i>3-6</i>	<i>3-6</i>
<i>FY</i>	<i>7</i>	<i>7</i>
<i>First 6-digits of Jobcode</i>	<i>8-13</i>	<i>8-13</i>
<i>Line no. (i.e., #001)</i>		<i>14-17</i>

Examples:

- **WCF:** The jobcode is established using “WF” or “98” as the first two positions and the equipment number (4 characters) assigned
 - i. FFIS doc ID: MO 01574WF4242
 - ii. DRN: MO01574WF4242#001
- **Project:** The applicable project jobcode will be used in the accounting for the FFIS doc ID, but the WCF that the vehicle will transfer to will be used within the doc ID.
 - For example, Project XX (PROJXX04) orders a vehicle that will transfer to WCF2345. The MO would be as follows: (Note that within FFIS, the jobcode in the MO would reflect PROJXX04.)
 - i. FFIS doc ID: MO 06013WF2345
 - ii. DRN: MO06013WF2345#001
- iv. Order is placed, the DRN is entered into the “Internal Agency Financial Data” filed, and the confirmation is received from AutoChoice. Figure 2-6 illustrates an email confirmation received from GSA.
- v. Approved planning spreadsheet along with the AutoChoice confirmation is provided to the appropriate representative or financial management office to establish the MOs in FFIS.
- vi. Billing document received via IPAC and processed citing the MO document number for reference. The MO documents must be monitored for proper closure upon receipt and payment of the vehicles.

Figure 2-6 Vehicle Order Email Confirmation

REF: AG.ORDER: R1-04-4144

Dear GSA Customer:

Attached is the MVDO for your vehicle order. Please review this order immediately. For specific contractual or delivery order questions, please contact the individual specified on the Delivery Order.

The GSA point of contact for each order is printed on the second to the last line on the attached file.

Note : The columns in the attached file will be aligned properly if viewed in Notepad using the Courier 9-Point font. In Notepad, click on the Edit menu and then click on Select All--this should highlight the entire file. Click on the Format menu, then click on Font from the drop down screen. Select the Courier Font, Regular Font Style, and Size 9 (if 9 is not available in your list, type 9 in the selection box).

DO NOT REPLY TO THIS EMAIL

GSA Motor Vehicle Delivery Order Confirmation

MOTOR VEHICLE DELIVERY ORDER

(replaces GSA Form 8002)

AGRICULTURE DEPT

AGENCY/BUREAU CODE: 1223

REQUISITION NO.: 120343-3290-4144

SIGNAL CODE: J

FUND CODE: TM

LINE ITEM: 49E.1 STD ITEM NO.: 49E 4X4 PICKUP, FULL SIZE, EXTENDED CAB, MIN

QUANTITY: 1

Unit Selling Price: \$21,575.62

COLOR: 1=Z1=Oxford White

OPTIONS

CRTS D7 E5 EH

RH4 RM

ORDER NUMBER: RPN-N-M6497

DATE OF ORDER: 10-23-2003 AGENCY:

BUREAU: FOREST SERVICE

AGENCY ORDER NO.: R1-04-4144

SUPP. ADDRESS: 120344

DATE RECEIVED: 10-17-2003

Surcharge: 01.00%

Total Selling Price: \$21,575.62

GERRY MANEY

406-329-3697

REQUISITIONER

USDA FOREST SERVICE R-1

FLEET MANAGEMENT

200 E BROADWAY

MISSOULA, MT 59802-

USA

Fax:406-329-3198

Email: wboyer@fs.fed.us

CONSIGNEE DELIVERY ADDRESS

USDA FOREST SERVICE

FLEET MANAGEMENT

200 E BROADWAY

MISSOULA, MT 59801-

USA

Fax:406-329-3198

Email: WBOYER@FS.FED.US

MARK FOR:

TCN:

CONSIGNEE MAILING ADDRESS

USDA FOREST SERVICE

FLEET MANAGEMENT

200 E BROADWAY

MISSOULA, MT 59801-
USA

CONTRACTOR
FORD MOTOR COMPANY
16800 EXECUTIVE PLAZA DRIVE
REGENT CT. 6N-2A
DEARBORN, MI 48120-

SFO: FFAP-WW-992000-N*08-17-1999

CONTRACT NO.: GS-30F K0003

DELIVERY: FOB Destination
INSPECTION: Destination
TIME FOR: Shipment 01-21-2004

ORIGIN/ASSEMBLY POINT: DEARBORN,
DISCOUNT TERMS: AMOUNT: Net DAYS: 30

GSA Automotive (FFA), Wash. DC 20406

POC: DENISE, BANKS 7033084576

Mail Invoices to: GSA P.O. Box 419018(6BCP-F), Kansas City, MO-64141 Ph: 816-823-2322

2.4.3 Emergency/Incident Orders

Emergency/Incident orders include, fire, natural disaster, and other incidents.

- i. Fire Cache prepares GSA Form 3222 from the Inter-agency cache business system (ICBS) open requisition report.
- ii. FFIS doc ID and DRN are determined. Figure 2-7 illustrates the emergency/incident orders document numbers using the AAC, 4-digit Julian date, and a sequential number. The MO document may be assigned by the financial management office prior to the order or by the Fire Cache placing the order. The Fire Cache is responsible for integrity of the sequential MO document numbers when more than one emergency order is placed in a day.

Figure 2-7 Illustration for Emergency/Incident Orders Document Numbers.

Item Description	FFIS character position	DRN character position
<i>Trans code: MO</i>	<i>1-2</i>	<i>1-2</i>
<i>Last 4 digits of AAC</i>	<i>3-6</i>	<i>3-6</i>
<i>4-digit Julian date</i>	<i>7-10</i>	<i>7-10</i>
<i>Sequential</i>	<i>11-13</i>	<i>11-13</i>
<i>Line no. (i.e., #001)</i>		<i>14-17</i>

Examples:

- FFIS doc ID: MO 9A733268001
- DRN: MO9A733268001#001

- i. Order is faxed to the GSA Ft. Worth Commodity Center for required emergency/incident items and the MO document number is provided.
- ii. Emergency/incident items are received the next day along with supporting documentation.
- iii. AD-633 is completed and submitted along with the GSA Form 3222 and other supporting documentation to financial management to establish the MO in FFIS.
- iv. Billing document received via IPAC and processed citing the MO document number for reference. The MO documents must be monitored for proper closure upon receipt and payment of the emergency incident items.

2.4.4 Tree-Marking Paint

GSA monitors authorization for tree-marking paint by the AAC, not an individual. **Note: Tree-marking paint may now be ordered on-line via GSS or Advantage. Orders *do not* have to be faxed to the GSA Commodity Center in Kansas City, MO.**

- i. AD-633 is prepared and funds approval received.
- ii. FFIS doc ID and DRN are assigned/obtained from financial management based upon the criteria in General Purchases above prior to placing the order.
- iii. AD-633 is completed and the order is either placed on-line through GSS or Advantage or faxed to the GSA Commodity Center in Kansas City, MO and confirmation from GSA received.
- iv. AD-633 is submitted along with other supporting documentation to financial management to establish the MO in FFIS.
- v. Billing document received via IPAC and processed citing the MO document number for reference. The MO documents must be monitored for proper closure upon receipt and payment of the emergency incident items.

2.5 GSA FEDSTRIP Orders

- i. GSA FEDSTRIP may only be used as a last resort.*
- ii. Requisition is received and approved.
- iii. An FS standard document ID is obtained from financial management prior to ordering.
- iv. A DRN is ***not*** required when placing GSA FEDSTRIP orders.
- v. Order is placed through the FEDSTRIP button located on the GSA Global or Advantage websites.
- vi. Confirmation is received and provided to financial management along with supporting documentation to establish the MO in FFIS.

- vii. The appropriate vendor code must be obtained.
- viii. Billing document received via IPAC, but will reject since there is no MO document number to reference. The NFC will work the reject in accordance with established IPAC procedures.

2.6 DOD Orders

- i. Requisition is received and approved.
- ii. An FS standard document ID is obtained from financial management prior to ordering.
- iii. A DRN is *not* required when placing DOD orders.
- iv. Order is placed directly with the appropriate DOD organization or through the MILSTRIP button located on the GSA web page.
- v. The following list the Defense Supply Centers for Philadelphia, Columbus and Richmond and the DOD Email internet addresses: (These are not all inclusive.)
 - Philadelphia <http://www.dscp.dla.mil/>
 - Columbus <http://www.dsec.dla.mil/>
 - Richmond <http://www.dscr.dla.mil/>
 - DOD Email <https://email.prod.dodonline.net> or through the USDA Procurement toolkit link at:
<http://www.usda.gov/procurement/toolkit/index.html>
- vi. The appropriate signal code must be used when placing the order to identify that the billing should be sent to the R/S/A rather than NFC. The signal code also informs DOD of whether to bill the charges to the requisitioning AAC or the supplemental AAC.

<u>Signal Code</u>	<u>Deliver Goods To</u>	<u>Send Bill To</u>
A	Requisitioning AAC	Requisitioning AAC
B	Requisitioning AAC	Supplemental AAC
J	Supplemental AAC	Requisitioning AAC
K	Supplemental AAC	Supplemental AAC

- vii. Confirmation is received and provided to financial management along with supporting documentation to establish the MO in FFIS.
- viii. The appropriate vendor code representing the DOD office must be obtained.
- ix. The R/S/As will receive and pay DOD invoices by direct entry of a Payment Voucher (PV) into FFIS upon receipt. These invoices will no longer be processed by NFC.

- x. Payment will flow through normal FFIS process, not through the IPAC process as discussed in GSA Orders above.

2.7 Purchase Card Orders

- Per CFO Bulletin 2003-005, cited in 4 Receiving Funds Approval and Establishing Commitments, an RQ must be established for purchases at or exceeding \$100,000.00. R/S/As may also decide to establish a bulk RQ in FFIS for all purchase card orders or each purchase card holder to better manage funds. See Bulk Requisition Document Number above. RQs may be established with separate line numbers that have different accounting or BOCs.
- For orders above \$2500.00, a requisition must be received and approved prior to placing order for supporting documentation to the purchase.
- A DRN is ***not*** required for payment by purchase card.
- Order is placed and confirmation received. Confirmation is provided to the respective financial management office for the orders that required an RQ to be established in FFIS (at or above \$100,000.00).
- Payment will flow through the Purchase Card Management feeder system, not the IPAC process as discussed for GSA Orders above.

3 Appendixes

3.1 Appendix A - Templates

Appendix A contains templates for the following requisition and obligation forms or they may be accessed on the web if a link is provided:

Figure A-1: AD-700, Procurement Request

http://fsweb.wo.fs.fed.us/im/forms/ad_forms/ad-700.doc or
http://fsweb.wo.fs.fed.us/im/forms/ad_forms/ and go to the AD-700

Figure A-2: Vehicle Planning Process Spreadsheets

Figure A-3: GSA Form 3222, used to place emergency/incident orders

Figure A-4: AD-633, Multiuse Standard Requisitioning/Issue System Document

http://fsweb.wo.fs.fed.us/im/forms/ad_forms/ and go to the AD-633

The SF-344, Multiuse Standard Requisitioning/Issue System Document may be accessed at the following website:

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=B0F6E8A11A72F10D85256A3F00031D49>

Figure A-1 AD-700, Procurement Request

PROCUREMENT REQUEST INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.		TO: (Procurement Office)						1. REQUESTING OFFICE			
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(If Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.			
								1B. DATE			
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10. TO: (Seller)				11. SHIP TO: (Consignee and Destination)					
						<input type="checkbox"/> INSIDE DELIVERY REQUESTED					
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION				15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
		For additional information, Please contact: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> TECHNICAL CONTACT TELEPHONE NO. </div>									
21 FOB POINT				22 DISCOUNT TERMS				Sub-Total ►		25	
23 REQUIRED DELIVERY <i>(Do not use ASAP)</i>		23A NEGOTIATED DELIVERY		24 SHIP VIA		26 ESTIMATED FREIGHT		TOTAL ►		27	
28 ACC. LINE		29 ACCOUNTING CLASSIFICATION						30 DISTRIBUTION		31 AMOUNT	
		A 5	B 10	C 5 3	D 4	E 1 4 1 2					
RECOMMENDED SOURCE(S) <i>(If necessary, use attachment)</i>						I certify that the above items are necessary for use in the public service.					
						TITLE					
						SIGNATURE OF AUTHORIZED REPRESENTATIVE					

AD-700 (4/82)

Figure A-2 *Vehicle Planning Process Spreadsheets*

Vehicle Planning Spreadsheet								Date:		
UNIT	OLD EN	OLD CL	NEW EN	NEW CL	Item	OPTION CODES	ESTIMATE \$	ACTUAL\$	DRN	JOB CODE
						Total (less initial service& body)				
						Project Upgrades				
						OVERALL TOTAL				
						Total Project Upgrade Costs				
						Total WCF Costs				
						ACTUAL TOTAL COST				
						UNITS PURCHASED				

Figure A-3 GSA Form 3222, Emergency/Incident Order Form

EMERGENCY FIRE REQUISITION

1. CHECK IF FOR FIRE FIGHTING	2. DOCUMENT IDENTIFIER 1 3	3. SHIP ORDER TO	5. M A S 7	COLS 8-29 SEE ITEM 33 BELOW	6. DOCUMENT NUMBER		COLS 40-44 SEE ITEMS 36-37 BELOW	7. SUPPLEMENTARY ADDRESS	8. SIGNAL	9. FUND	10. DISTRIBUTION	11. PROJECT	12. PRIORITY	13. R.O.D.	14. ADVISE	15. PR EF IX 67	16. SHIP ORD MANIFEST NO	18. TSP T/O	19. REFERRAL ONLY	
		4. SALES ADJ ORIG DOCID 4 6			a. REQUISITIONER	b. DATE		5 50	51	52 53	54 56	57 58	60 61	62 64	65 66	17 SALES ADJ FACILITY 68 71	72 73	a. R.I. FROM/TO	b. TYPE	
					30 35	36 39													74 76	77
20. SHIP TO								21. SHIP VIA				22. PREPARED BY				23. BL NO.				
31. MARK FOR								NOTE: Entries in shaded blocks may be in either the upper (if fixed) or lower (if variable) portion of the form - (never in both)												
								32. REMARKS												
								<input type="checkbox"/> REPLENISHMENT <input type="checkbox"/> SURFACE <input type="checkbox"/> EXCLUSIVE USE <input type="checkbox"/> AIR <input type="checkbox"/> ONGOING FIRE APPROPRIATION												
33. STOCK NUMBER					34. UNIT OF ISSUE	35. QUANTITY	36. SERIAL NUMBER	37. SU FF IX	PR EF IX 67	TSP T/O 72 73	38. UNIT PRICE	39. BULK LOCATION	40. NUMBER OF CONTAINERS	41. UNITS PER PACK	42. WEIGHT	43. TYPE PACK	44. FRT. CODE	45. BIN		
8		22	23 24	25 29	40 43	44		74		80								a. LOCATION	b. QYANTITY	
46. NO OF PIECES OR CONTAINERS		47. DESCRIPTION				48. CONTAINER			49. GROSS WEIGHT		50. CUBE	51. NUMBER OF CONTAINERS		52. WEIGHT		53. DATE SHIPPED				
						a. TYPE b. NO						a. BIN								
												b. BULK				54. CARRIER				
												c. TOTAL								
												55. DELIVERED TO								

GSA FORM 3222 (REV 8/74)

EMERGENCY FIRE REQUISITION

Figure A-4 AD-633 Multiuse Standard Requisitioning/Issue System Document

United States Department of Agriculture

MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT

A: DOCUMENT IDENTIFICATION

1 Documt. Ident. (3)	2 Routing Ident. (3)	3 M&S (1)	Document Number		13 Demand (1)	14 15F Supplement Address (6)	16F Signal (1)	17 Fund (2)	18F Distribution (3)	19 Project (3)	20 Priority (2)	21 Req'd Delivery Date (3)	24 Agency (2)	25 Unit (2)
			9 Requisitioner (6)	10 11 Date (4)										

B: REQUISITION DATA

12 Serial (4)	Stock Number				7 Unit of Issue (2)	8 Quantity (5)	26 Unit Price (6)		22 Advice (2)	27 Obj Class (4)	28 Acctg Line (1)	23 Remarks
	4 FSC (4)	5 NIIN (3) (4)		6 Add'tl (2)								
[]
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[]
[]
[]
[]
[]
[]

C: ACCOUNTING CLASSIFICATION

SCS	Fin Proj	Class	State Change	State	Arena	Field Office	Flip City Code	Project Number				Distrib- Ution	AMOUNT (8)
FS	Appm	State	Account		Fuction	SubFunc	Sub Unit	Project Number					
Accting Line (1)	A		B		C (5) (3)		D (4)	(1)	(4)	E (1) (2)			
29 [
30 [
31 [
			Phone (Area Code and Number)				Signature						

